METROPOLITAN POLICE TOTAL POLICING

METROPOLITAN POLICE SERVICE
ASSISTANT COMMISSIONERS PUBLIC INQUIRY TEAM

Briefing Pack
Op Beacon:

PROTECTIVE MARKING	**Restricted**	FOIA EXEMPTION	**No**
SUITABLE FOR PUBLICATION SCHEME	**No**	DATE CREATED	**17.10.2014**
TITLE AND VERSION	**Op Beacon Independent Oversight Group Briefing Pack: Records Management - Operation FileSafe**		
SUMMARY	**This Briefing Pack provides a summary of the current situation, some background reading from the public domain, MPS briefing notes and questions for consideration by the Independent Oversight Group for Operation Beacon.**		

HANDLING INSTRUCTIONS This document must be handled in accordance with the protective security marking shown at the bottom of the document and should not be disseminated to outside agencies/partners without the consent of the authorising officer & or Director DPS. This FOIA table must not be detached from this Document

Contents

1. Summary of current position

2. Open Source Reading
2.1 College of Policing Authorised Professional Practice: Information Management, Common Process for Management of Police Information
2.3 College of Policing Authorised Professional Practice: Retention, Review, Disposal
2.4 Data Protection Act 1998: Part 1, Section 1
2.5 Data Protection Act 1998: Schedule 1

3. Metropolitan Police Service documentation and briefing notes
3.1 Operation FileSafe Terms of Reference
3.2 Digital Solution - Initial Viability Assessment
3.3 Operation FileSafe Options Paper
3.4 Operation FileSafe Scoping Paper
3.5 Records Management Toolkit

4. Questions for consideration of the Independent Oversight Group

1.   Summary of current position

A fundamental task of the Independent Review carried out by Mark Ellison QC was to investigate what material was held by the MPS at the time of the Stephen Lawrence Public Inquiry, in order to assess whether more should have been revealed. Mr Ellison assessed that this question had not been reliably answered, and indeed would not be answered by a further Public Inquiry, due to the "somewhat chaotic state that historical MPS records appear to be in." He found that "there are significant areas where relevant MPS records should exist but cannot be found".

Whilst this concern was raised in relation to specific searches for material relevant to the murder of Stephen Lawrence, it highlighted a broader issue; the MPS does not know what information it holds, where it is stored or how to retrieve it.

Poorly implemented records management processes have left the organisation vulnerable and potentially in breach of policy and legislation relating to the retention, review and destruction of material. Further, the MPS is unable to reliably respond to requests for information held on any individual or investigation.

Operation FileSafe is the MPS response to these criticisms. Its principal strategic objective is to "ensure integrity regarding current documents held by the MPS 'outside' agreed storage". FileSafe deals principally with material which is not currently registered on a corporately searchable system.

Operation FileSafe operates under an agreed command structure, with input provided by key stakeholders at steering group and working group meetings. It seeks to obtain a clear view of the current state of MPS records management, assess the level to which historic failings should be rectified, outline future imperatives and develop and deliver an operational plan to achieve its strategic objectives.

Work is ongoing to simplify, communicate and train officers in Records Management policy, to review what material is locally stored and assess levels of compliance with current policy.

Operation FileSafe is currently undertaking work to design a bespoke digital solution which will allow all MPS documents to be corporately retrievable. It is investigating tactical options for conducting a search of the MPS estate and registering all material found. It is agreeing communication, training and compliance strategies to embed cultural change and it is initiating work to develop a MPS Knowledge Map, which will identify all current and historic MPS systems and databases.

4.   Questions for consideration of the Independent Oversight Group

1. In consideration of the fact that while Operation FileSafe may succeed in making all material held by the MPS retrievable under key terms but not searchable, thus limiting and caveating any response to internal or external data requests,
    i)   to what extent does the Independent Oversight Group consider that the proposed Information Asset Register offers effective and efficient management and retrieval of data?
    ii)   to what extent does the Independent Oversight Group consider that the operational responses proposed by the organisation are proportionate and appropriate?

2. To what extent does the Independent Oversight Group consider that the responses proposed by the organisation to relevant criticisms highlighted in The Stephen Lawrence Independent Review demonstrate thoroughness and a determination to achieve continuous improvement?